

**STATE OF HAWAI'I DEPARTMENT OF HEALTH
ENVIRONMENTAL HEALTH ADMINISTRATION**

**REQUEST FOR COMPETITIVE SEALED
PROPOSALS (RFP) FOR
INFORMATION MANAGEMENT SUPPORT SERVICES**

Proposals will be received until 4:30 p.m. (HST) on January 15, 2008 in the:

Hazard Evaluation and Emergency Response Office (HEER)
919 Ala Moana Boulevard, Room 206
Honolulu, Hawai'i 96814-4920

Late proposals will not be considered, unless lateness is judged by the Deputy Director for Environmental Health to have been beyond the control of the Offeror.

Questions relating to this solicitation may be directed to Davis Bernstein at: telephone: (808) 586-4249; or e-mail: Davis.Bernstein@doh.hawaii.gov

Pursuant to U.S. EPA grant guidelines, the Department of Health encourages proposals from disadvantaged, small, minority, and women-owned business enterprises. The legal ad for this RFP is posted on the State Procurement Office website on:

<http://www4.hawaii.gov/bidapps/ShowBids.cfm>.

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SECTION ONE

INTRODUCTION

1.1 BACKGROUND

The Environmental Health Administration (EHA) of the Hawai'i Department of Health (DOH) is in need of a wide range of services related to information management, including information technology. Projects may involve specialties such as: project management; program workflow analysis and process improvement; developing strategic architecture; database administration; application development; and systems integration. A more complete scope of services is presented in Section 5. Due to the wide range and diversity of services required, DOH reserves the right to enter into more than one contract with different offerors responding to this Request for Competitive Sealed Proposals (RFP).

The work will be performed on a continuing, task-by-task basis under this general information management support contract. A series of individual task orders will be prepared and assigned to the support contractor to perform. Offerors are expected to possess diverse expertise and personnel trained in managing information technology projects; developing complex, integrated solutions to information management needs; designing and managing databases and system architecture.

1.2 SIGNIFICANT DATES

The following is an approximate schedule for awarding the contract(s) pursuant to this RFP:

Announce RFP on SPO website	November 14, 2007
Optional offerors' conference to discuss RFP	November 29, 2007
Deadline for submitting written questions	December 10, 2007
Internet posting of answers to questions	December 17, 2007
Proposals due not later than 4:30 p.m. HST	January 15, 2008
Proposal evaluations completed by	February 28, 2008
Complete discussions with priority list offerors	March 15, 2008
Announce contractor selections (approx.)	March 30, 2008
Issue notice to proceed (approx.)	July 1, 2008

1.3 OFFERORS' CONFERENCE

A meeting will be held for interested Offerors to discuss the information management support services sought by the Environmental Health Administration. Those planning to attend must RSVP and provide the number of people by calling Matthew Tsuji at 586-4528. The meeting will be held as follows:

DATE: Wednesday, November 29, 2007

TIME: 2:00 p.m. – 3:30 p.m.

LOCATION: 919 Ala Moana Blvd.; Honolulu, HI 96814; 5th Floor

1.4 WRITTEN QUESTIONS

The Environmental Health Administration (EHA) will accept written questions regarding the RFP until close of business on November 21, 2007. Questions should be submitted in writing to Davis Bernstein by e-mail, fax, or letter. Responses to questions received will be posted on the Compliance Assistance Office website by December 17, 2007:

<http://www.hawaii.gov/health/environmental/compliance/index.html>

1.5 OFFICIAL CONTACT PERSON

The official contact person for all communication regarding this Request for Competitive Sealed Proposals is:

Mr. Davis Bernstein
Department of Health
919 Ala Moana Boulevard, Room 206
Honolulu, Hawai'i 96814-4920
Telephone number: (808) 586-4249 Facsimile: (808) 586-7537
E-mail: davis.bernstein@doh.hawaii.gov

1.6 CONFIDENTIALITY

As required by Hawaii Administrative Rules Section 3-122-58 Public Inspection, the proposals of all offerors “may be available for public inspection upon notice of award and shall be available for public inspection after the contract is signed by all parties.” The exceptions to this public availability are “those portions the offeror designates in writing as trade secrets or other proprietary data to be confidential...” The law also provides for appeals to material being designated as confidential. Offerors should identify very clearly which, if any, information is to be treated as confidential. To the extent that it is practical, Offerors should append or otherwise separate information they designate as confidential.

SECTION TWO

PERIOD OF PERFORMANCE

The initial period of the contract(s) may be from twelve (12) to eighteen (18) months and will be specified at the time the contract(s) is awarded. The contract(s) may be extended up to four (4) additional twelve-month periods, without re-solicitation, upon mutual agreement in writing prior to expiration of the contract(s). The Contractor or the State may terminate the contract(s) or a supplemental agreement to extend the contract at any time by providing sixty (60) days prior written notice.

SECTION THREE

MINORITY-OWNED, WOMEN-OWNED, DISADVANTAGED & SMALL BUSINESS ENTERPRISES

Projects performed under this contract may use funds from a variety of sources including those provided under federal grants from the U.S. Environmental Protection Agency (USEPA). It is USEPA's policy to require that recipients of grants reach out to and encourage participation of minority-owned (MBE), women-owned (WBE), disadvantaged (DBE), and small business (SBE) enterprises. The Department of Health welcomes proposals from all such firms as either primary contractors or subcontractors. In addition, prime contractors that are not in one of these business categories will be required to follow USEPA's guidelines for encouraging such firms to participate as subcontractors, if subcontractors are to be used.

For your information, the USEPA policy requires that DOH and prime contractors take the following six steps: 1) Include qualified DBEs (Department of Transportation Projects only), SBEs, MBEs, and WBEs (D/S/M/WBE) on solicitation lists; 2) Assure that D/S/M/WBEs are solicited; 3) Divide total requirements, when economically feasible, into small tasks or quantities to permit maximum participation of D/S/M/WBEs; 4) Establish delivery schedules, where the requirements of the work permit, which will encourage participation by D/S/M/WBEs, 5) Use the services and assistance of the Small Business Administration and the Minority Business Development Agency, U.S. Department of Commerce, as appropriate, and 6) If the prime contractor awards contracts and procurements, require the contractor to take the first five affirmative steps.

Offerors are not required to follow the USEPA guidelines in preparing their proposals. However, if DOH determines that Offerors did not follow these guidelines, or their equivalent, in selecting subcontractors included in their proposals, Offerors *may* be required to re-solicit for subcontractors using the guidelines if the Offeror is selected for contract award.

SECTION FOUR

PAYMENT FOR SERVICES

Award will be based on a negotiated rate schedule, and payments will be made in accordance with the rates that are negotiated. The Contractor(s) shall forward an original and two (2) copies of its invoice to the Environmental Health Administration by the 10th day of each month. The invoice must include a clear description of the specific work performed during the billing period, the people who performed the work, a detailed breakdown of the services, equipment, and materials utilized, and the costs associated with each of them. Section 103-10, HRS, provides that the State shall have thirty (30) calendar days from receipt of invoice or satisfactory delivery of goods or performance of services to make payment. For this reason, the State must reject any offer submitted with a condition requiring payment within a shorter period. Furthermore, the State will reject any bid submitted with a condition requiring interest payments greater than that allowed by Section 103-10, HRS, as amended.

SECTION FIVE

SCOPE OF SERVICES

5.1 INTRODUCTION

The EHA is looking for opportunities to use information management technology in ways that will facilitate the work of its employees and enhance overall environmental management and decision-making in the State. To this end, the EHA is in the process of designing and implementing a variety of technology-based approaches to managing environmental information.

The information pertains to a number of different environmental programs operating throughout the EHA. Some of this information may be used actively in performing the work of individual programs and needs to be integrated into normal workflow processes. In some cases, there is a need to create electronic linkages between programs so that their information can be shared. Still other information is gathered by the State and transmitted to the USEPA, in which case the information must conform to national system requirements. To accomplish the work under this contract, projects may involve specialties such as analyzing program workflow, developing software, and designing strategic architecture. EHA estimates that expenditures for projects under this contract will be in the range of \$100K - \$300K per year.

5.2. SCOPE OF INFORMATION MANAGEMENT SUPPORT SERVICES

Offerors should be able to provide all or some of the following information support services. Offerors may form teams or identify subcontractors to supplement the services they alone are able to provide. Offerors may also identify a portion of these services they would like to provide in the event the EHA decides to enter into more than one contract.

Projects may include both: 1) business process improvement, application development, and systems integration, and 2) system infrastructure, network development, servers, and cabling. Offerors should have the demonstrated ability to manage the complete lifecycle of information technology projects from their inception through final testing and implementation. Offerors will also be assisting the EHA in fulfilling a variety of commitments under various federal information related grants.

The scope of services involves planning, designing, and implementing these information management systems in close cooperation with EHA and its programs including, but not limited to, the following types of projects:

- a. Analyzing the workflow processes of various and diverse environmental programs. Normalizing and managing program databases of environmental information. Establishing data and system standards that will help facilitate the collection, analysis, sharing, and integration of data across various environmental programs.
- b. Designing systems to collect and store data, and programs to integrate, analyze, and extract data in ways useful for EHA staff, program managers, and the public. Operating and maintaining EHA information management systems. Assuring compatibility and interoperability with the current EHA Microsoft information technology environment, which includes Microsoft SQL, Microsoft.Net framework, and Microsoft network engineering.
- c. Meeting EHA needs for various integrated or specific, electronic systems, including: permit management systems; enforcement systems; complaint management systems; document management systems; sampling and analysis; time and cost accounting systems; and geographic information system (GIS) services to enhance the usefulness of work processes and environmental decision-making.
- d. Developing and carefully documenting software solutions as needed to accomplish information management projects. Writing software, advising on the purchase of commercial off the shelf (COTS) systems, or adapting COTS to accommodate EHA needs.
- e. Assuring that data can move efficiently to and from EHA programs, and national environmental, environmental health, and laboratory information systems. Assuring compatibility and interoperability of EHA systems with requirements of national information systems, especially the Exchange Network, www.exchangenetwork.net, the Environmental Data Standards Council, www.envdatastandards.net, the Environmental Public Health Tracking Network, <http://www.cdc.gov/nceh/tracking/network.htm>, and the Public Health Information Network (CDC). Using the data standards and schema from such networks unless demonstrably infeasible, or directed otherwise.
- f. Assuring that data can move efficiently between EHA and other programs within DOH, other state agencies, and state systems.

- g. Assuring appropriate levels of security for information, including compliance with Health Insurance Portability and Accountability Act (HIPAA) when needed or as directed by the DOH.
- h. Providing training and other activities that will build the capacity of EHA staff to design, implement, operate, and manage information management projects and systems.

SECTION SIX

PROPOSAL REQUIREMENTS

6.1 INTRODUCTION

One of the objectives of this RFP is to make proposal preparation easy and efficient, while giving Offerors ample opportunity to highlight their qualifications. When an Offeror submits a proposal, it shall be considered a complete plan for providing the information management support services described in this request. Proposals should be straightforward and concise, describing the Offeror's capabilities as completely as possible according to the format given in Section 6.3. Offerors are cautioned that reviewers may need to reject confusing and unclear offers of items so as to avoid errors in interpretation during the evaluation process. Part, or all, of this RFP and the successful proposals may be incorporated into the contract.

6.2 ORIGINAL PROPOSAL AND COPIES TO BE SUBMITTED

Offerors should submit their typed proposals on 8.5"x11" paper. Each page of the proposal should contain a header or footer identifying the section, page number, and offeror's name. Offerors shall submit one (1) original and four (4) hard copies of the proposal in the format specified below, along with an electronic copy on a compact disk.

The original proposal shall be clearly marked "ORIGINAL" and copies shall be clearly marked "COPY" on the upper right hand corners of the cover pages. It is important that Offerors submit only one original and the required number of copies. Please do not submit more than one original. Also, please note that faxed material will not be accepted. The State will not reimburse Offerors for any costs associated with developing, submitting, presenting, or negotiating proposals in response to this RFP. The original and copies shall be submitted in a sealed envelope(s) or box to:

Mr. Davis Bernstein
Department of Health
Environmental Health Administration
c/o HEER Office
919 Ala Moana Boulevard, Room 206
Honolulu, Hawai'i 96814-4920

6.3 PROPOSAL FORMAT AND CONTENT

Proposals must be bound and organized into sections with tabs separating each section described below. Three-ringed binders are acceptable.

- Offerors' form letter (provided in RFP)
- Special forms
 - Tax clearance form
 - Proof of liability insurance
 - Certificate of compliance from Department of Labor and Industrial Relations
 - Certificate of Good Standing from Department of Commerce and Consumer Affairs
- Qualifications of firm staff, team members, and subcontractors available to perform projects under this contract.
- Description of experience related to the scope of services in Section Five
- Rate schedule and price list

The EHA will evaluate offers using the criteria provided in Section Seven of this RFP. Offerors are encouraged to review the evaluation criteria carefully and to provide all information necessary to allow the EHA to evaluate their proposal based on these criteria.

6.3.1. OFFEROR'S FORM LETTER

Offerors are requested to submit their offer using the Offer Form Letter attached to this RFP. Offerors are to provide their exact legal name as registered with the Department of Commerce and Consumer Affairs. Failure to do so may delay proper execution of the contract. The Offeror's authorized signature on the "original" proposal shall be an original signature in ink. The person signing the Offer Form must have the authority to make such offers on behalf of the Offeror. If the Offer Form is unsigned or the signature is a facsimile or a photocopy, the offer shall be automatically rejected.

6.3.2. SPECIAL FORMS REQUIRED

6.3.2.1 Tax clearance (Offerors and Subcontractors)

Offerors shall submit an original or certified copy of a tax clearance certificate issued by the Hawai'i State Department of Taxation (DOTAX). This form and instructions are available from the DOTAX website at: <http://www.state.hi.us/tax/alphalist.html>. Each subcontractor, if any, is also required to submit an original or certified copy of a tax clearance certificate.

6.3.2.2 Proof of liability insurance

Offerors shall submit proof that they carry a minimum of \$1,000,000 liability insurance. This proof of insurance may be a letter or form from the Offeror's insurance carrier.

6.3.2.3 Department of Labor and Industrial Relations certificate of compliance

Offerors shall submit an approved form LIR#27 from the Department of Labor and Industrial Relations certifying that the Offeror is in compliance with State labor laws. This form may be obtained from the Department of Labor and Industrial Relations website at: <http://www.dlir.state.hi.us/>.

6.3.2.4 Certificate of Good Standing from Department of Commerce and Consumer Affairs

Offerors shall submit an approved Certificate of Good Standing. This certificate may be requested and purchased from the Department of Commerce and Consumer Affairs website at: <http://www.businessregistrations.com/>

6.3.3 QUALIFICATIONS OF FIRM STAFF, TEAM MEMBERS, AND SUBCONTRACTORS AVAILABLE TO THIS CONTRACT

As a minimum, the qualifications of the firm, its staff, team members, and subcontractors should include the following:

- The firm's principal place of business and location of all its offices.
- Age of firm and its average number of employees over the past three years.
- The education, training, and qualifications of key employees (i.e. resumes).
- The proposed primary point of contact for DOH regarding the contract.
- Experience in work related to the Scope of Services (Section Five).
- Experience working with public sector clients.
- Experience working with environmental agencies and information.
- The names and phone numbers of up to five clients who may be contacted as references, including at least two from the preceding year.
- Promotional or descriptive literature the firm desires to submit.

If you plan to utilize the assistance of other parties outside of your firm (without compensation) or plan to subcontract (with compensation), a statement of intent to do so must be included. The identity, qualifications, and roles of the subcontracted parties should be described. Include the estimated percentage of assistance or subcontracting in relation to your own firm. The rates for all subcontractors as well as the cost of managing subcontractors must be shown in the cost summary. If a subcontractor is a minority-owned, woman-owned, or small business, a statement to that effect should be included. Please refer to Section Three regarding the selection of subcontractors.

Please note that if you have not followed the USEPA guidelines for encouraging minority-owned, woman-owned, or small business participation, or their equivalent, in selecting subcontractors you *may* be required to re-solicit them using the guidelines if you are awarded a contract under this RFP.

Each subcontractor must submit a price list and a statement, signed by an individual authorized to legally bind the subcontractor, and stating:

- Name, address, telephone number, fax number, and contact person.
- The general scope of work to be performed by the subcontractor.
- The subcontractor's willingness to perform the work indicated.

6.3.4 RATE SCHEDULE AND PRICE LIST

Offerors must furnish their proposed rates and price list for: labor, equipment, general and administrative expenses (G&A), profit, and other items anticipated to be used for the activities identified in this RFP, including any costs for subcontractors, as well. Please note that the EHA encourages Offerors to minimize the G&A charges that are added to work performed by subcontractors. If your firm is awarded a contract, the proposed rate schedule submitted may be used in the award fee rates.

SECTION SEVEN

EVALUATION PROCESS AND CRITERIA FOR SELECTING CONTRACTORS

7.1 PROCESS FOR CONTRACTOR SELECTION

EHA will use an Evaluation Committee to evaluate proposals in accordance with the criteria describe in Section 7.3.2. Each member of the Evaluation Committee will review each proposal and assign it a numerical score. The scores of all evaluators for each proposal will be averaged and the average scores will be used to create a rank ordering of the proposals. The Evaluation Committee shall identify a Priority Offerors List comprised of the 2-4 Offerors receiving the highest scores. The EHA intends to use this Priority Offerors List to select one or more contractors to provide the services described in Section Five. A more detailed description of the selection process follows.

Public Notice. The EHA will publish a Public Notice of the Request for Competitive Sealed Proposals (RFP) on the website of the State Procurement Office under Procurement Notices. Interested parties may download a copy of the complete RFP from either of the following SPO or EHA websites:

EHA: <http://www.hawaii.gov/health/environmental/hazard/index.html>.

SPO: <http://www2.hawaii.gov/bidapps/ShowBids.cfm#Table>.

Alternatively, interested parties may request that a copy be mailed to them. Any revisions to the RFP will be made to the posting on the EHA web page listed above and mailed to those requesting copies.

Offerors Conference. After the RFP is made available through public notice and before the date by which proposals must be submitted, the EHA will convene an Offerors Conference to answer questions about the nature of the support services required, the proposal requirements, and the terms of the contract. Offerors are strongly encouraged to attend this conference.

The Evaluation and Selection Committees. The Evaluation Committee shall consist of at least three employees from DOH or other governmental bodies with sufficient education, training, and experience to properly evaluate Offerors' proposals. The Evaluation Committee will evaluate the proposals using the criteria presented in Section 7.3. The Evaluation Committee may conduct confidential discussions with a qualified representative(s) of a firm to clarify the services they are able to provide. The Selection Committee shall consist of the Deputy Director for Environmental Health and up to three other individuals. The Deputy Director of Environmental Health shall be the Selecting Official.

Priority List Offerors. The Evaluation Committee shall review each proposal according to the evaluation criteria in Section 7.3 and assign a numerical score to each proposal. The highest ranked 2-4 Offerors will constitute the Priority List Offerors. The Priority List will then be given to the Selection Committee. The Selection Committee will further evaluate the Priority List Offerors. From the Priority List Offerors, the Deputy Director of Environmental Health intends to select one or more contractors with which to enter into information management support services contracts.

Discussions With Priority List Offerors. At their discretion, members of the Selection Committee will discuss the proposals and contract rates with Offerors on the Priority Offerors List. On the basis of these discussions, DOH may request that Offerors submit their Best and Final Offers. Priority List Offerors will receive fair and equal treatment with respect to any opportunity for discussions and revisions to their proposals. However, discussions are not required and Offerors may or may not be selected solely on the basis of the proposals they submit.

Selection of Contractors. The Deputy Director of Environmental Health intends to select one or more contractors. These selections will be based on the proposals submitted, discussions with priority list offerors if held, Best and Final Offers submitted by the Offerors, and information received from Offerors' references.

DOH Final Approval. Any agreement arising out of the selection process and subsequent negotiations is subject to the approval of the Department of the Attorney General as to form, and to all further approvals required by statute, regulation, rule, order, or other directive. Project funds will be available only after contracts between each of the contractors and the Department of Health have been fully executed, and the Department issues an official Notice to Proceed.

7.2 AUTHORIZING CONTRACTORS TO PERFORM WORK. When the EHA identifies a need for information management support services, the work will be authorized, according to the following process, or a similar process:

- 1) An EHA project manager will prepare a Work Request describing the work needed and send it to the Contractor.
- 2) The Contractor will respond to the Work Request by preparing a Project Proposal within ten (10) working days that provides: 1) a description of the scope of work, 2) a detailed description of the tasks to be performed, 3) the deliverables associated with each task, 4) the proposed schedule for completion, 5) a detailed estimate of the time and costs, and 6) the individuals to be assigned to the project.
- 3) The EHA project manager will either accept the Project Proposal as written or provide comments and negotiate changes with the Contractor.
- 4) Once the Contractor completes an acceptable Project Proposal, the project manager will prepare an official Work Assignment for approval by the authorized EHA official.
- 5) Once the project is approved, the EHA project manager will provide the Contractor with a copy of the signed Work Assignment. The Contractor should not incur any costs associated with the Work Assignment until the Contractor receives the approved work assignment. Unless approved by the EHA project manager in advance, the Contractor will not be allowed to charge EHA for time spent preparing Project Proposals. Approvals will be limited, in general, to complex work requests that require significant consultation between the Contractor and EHA.
- 6) Upon receiving the approved Work Assignment, the contractor shall initiate the work in accordance with the approved Work Assignment.

7.3 EVALUATION CRITERIA

7.3.1. MINIMUM CRITERIA FOR PROPOSAL RESPONSIVENESS

At the discretion of EHA, the following may be justification for rejecting a proposal:

1. Submitting incomplete documents or failure to submit an original signature.
2. Failure to provide a price/rate list for material, labor, and equipment
3. Unfavorable references. (Note: The Environmental Health Administration Deputy Director reserves the right to seek additional references in addition to those submitted by the Offeror.)

7.3.2 PROPOSAL EVALUATION CRITERIA

The proposals will be evaluated in accordance with the following general criteria and total possible points. Specific criteria are included for guidance and will not be rated separately.

1. Overall Qualifications, Experience, and Technical Abilities (60 points)

- a. Previous experience with similar work.
- b. Environmental and environmental health program information services, including both software development and implementation, and advising on COTS purchases, and adapting COTS.
- c. Environmental and environmental health information technology work involving reporting to EPA, the Exchange Network, and the Environmental Public Health Tracking Network.
- d. Expertise in Microsoft information technologies.
- e. Qualifications and number of staff available to this contract.
- f. Accessibility of Offeror to EHA staff, including staffing in a local office.
- g. Ability to complete projects on schedule and within the estimated budget.
- h. Appropriate use of subcontractors to optimize responsiveness while avoiding over dependence on subcontractors.
- i. Ability to perform the Scope of Services presented in Section 5.2.
- j. Ability to understand and respond to the needs of EHA.
- k. Ability to assure consistency with DOH guidelines and policies, and all federal and state requirements.
- l. Ability to develop creative and innovative approaches to managing environmental information.
- m. Ability to prepare reports and software documentation that are clear, concise, well organized and technically accurate.
- n. Ability to communicate effectively with managers and staff of EHA and to provide strong leadership in the designing and completing projects.

2. Cost (20 points)

- o. Ability to assure that staff at the appropriate professional level are assigned to each task.
- p. Ability to assure that billing is associated with the professional level required for the task.
- q. Reasonableness of proposed schedule rates.

- r. Innovativeness in ensuring best pricing.
- s. Cost charged for managing subcontractors.

3. Other (20 points)

- t. Quality of references and track record of success with similar support services and contract arrangements, especially environmental and environmental health information systems.
- u. Efforts to encourage and utilize Small, Disadvantaged, Minority-Owned, and Women-Owned Business Enterprises.
- v. Overall quality and presentation of proposal.

EXHIBIT A – OFFEROR’S FORM LETTER

Environmental Management Division
Competitive Sealed Proposals for Information Technology Support Services

Mr. Davis Bernstein
Department of Health
Environmental Management Division
919 Ala Moana Boulevard, Room 302
Honolulu, Hawai'i 96814-4920

Dear Mr. Bernstein:

We have carefully read and understand the terms, conditions, and requirements specified in the Request for Competitive Sealed Proposals (RFP) for Information Management Support Services and the General and Special Conditions, incorporated by reference into this offer. We hereby submit the following offer to perform the work specified in the RFP. We further understand and agree to the following:

1. By submitting this offer, the undersigned is declaring that this offer complies with Chapter 84, Hawaii Revised Statutes, concerning prohibited State contracts.
2. By submitting this offer, the undersigned is declaring that the prices submitted were independently arrived at without collusion.
3. The Director of Health reserves the right to cancel this request for proposals at any time and all proposals may be rejected in whole or part when it is determined to be in the best interest of the State.
4. Discussions may be conducted with Offerors who have submitted proposals and have a reasonable possibility of being selected for award. However, a selection may be made with no such discussions.
5. Awards, if any, will be made to the parties who have submitted the most advantageous offer in accordance with the evaluation criteria set forth in this Request for Proposals.
6. If awarded the contract, the undersigned will comply with all requirements for wages, hours, and working conditions in accordance with Section 103-55, Hawai'i Revised Statutes.
7. The Department of Health (Department) may, at its discretion, award multiple contracts based on this RFP for various portions of the scope of services if the Director determines this to be in the best interest of the State.

8. The Department may enter into separate contracts to perform certain information management and information technology projects that are not clearly within the scope of this general support contract, or for which the undersigned cannot demonstrate to the satisfaction of the Department that it has the in-house expertise and resources needed to complete the project.

9. Pursuant to U.S. EPA grant guidelines, the Department of Health encourages proposals from disadvantaged, small, minority, and women-owned business enterprises. Offerors identifying subcontractors in their proposals may be required to re-solicit for subcontractors using a process equivalent to the U.S. EPA guidelines described in the RFP.

The undersigned hereby certifies that the proposal attached has been carefully checked and is submitted as correct.

Respectfully submitted,

Exact Legal Name of Offeror (Company Name)

Authorized Signature (Original)

Date

State of Hawai'i General Excise Tax (GET) Identification Number _____

Federal Taxpayer Identification Number _____

Type of Organization:

_____ Individual _____ Partnership _____ Corporation _____ Joint Venture

_____ Minority Owned _____ Woman Owned _____ Small Business

If offerer is a "dba" or a division of a corporation, furnish the exact legal name of the corporation under which the contract, if awarded will be executed:

State of Incorporation: Hawai'i _____ Other: _____

Point of Contact for Matters Regarding this Proposal:

Name

Phone Number

E-mail Address

Fax Number